G M 1909

203 & 09

Sl. no 1

Office Manual Examination held on the 30th March 1910 — Runtion & U. G Narasimha Char to II grade and eventually to 1st Service

G. R. S. 59]

G. O. No 853 B of 1910

GENERAL AND REVENUE SECRETARIAT.

1909-10
(Gen: this.)

File No. 203 of 1909

Serial Nos. 1

Papers Filed.

Month May 1910

SUBJECT.

Office Manual Examination held on the 30th March 1910, and reversion of R. G. Narasimha Char to II grade and eventually to Dt. service

PREVIOUS REFERENCES.	LATER REFERENCES.

GPB—8,000—5-4-07

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

V (Centre).

Please submit list of clerks who have taken the "Manual" Exam

2 × 19.2.10

× flag L

SN List called for in submitted herewith -

My 3 The last Examination in Office Manual (or the (eighth) 8th " since its institution) was held on the 15th March 1909.

4 The consolidated list is prepared in accordance with the information furnished by Branches

5 The Supdt. of Branch II raises the question whether clerks acting in temporary vacancies are eligible to sit for the confirmation Examination under rule 17 Appendix C of the Manual.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

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G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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6 Except M. Lakshmana Rao (no. 12 in the list) all the other acting clerks included in the list have their footing in vacancies of long duration.

7 The six names furnished by the Manager of the Mng. Supdt's Office have also been included in the file of papers relating to the last Office Manual Examn. is also put up. Submd

22/2/1910.

9 Submd to the Secy. It is proposed to hold an examination in the Office Manual on Wednesday the 30th of March 1910. (The last examination was held on the 15th March 1909). As regards the clerks who are merely acting on temporary vacancies, I think they may be permitted to

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G.P.B.—35,000—21-4-09

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G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

attend the Examination if they choose; and, indeed, I like to see them in attendance; for I get to know at the competitive clerical Exam

22 2 10

Rec'd

10 I do not think clerks acting in temporary vacancies need be admitted to the exam as a general rule

11 The clerks marked ✓ in the list may be allowed to attend the exam & those marked × need not attend.

12 I shall be glad if Mr D'Souza & Mr Krishna Row will kindly fetch the papers.

GPB

22/2/10

Subd Mr D. Souza and Mr Muthiah Naidu for information & return

RG 22/2/10

I have no objection. What is the date of the exam?

22/2/10

N B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

Subd Exam is to come off on 30-3-10

RG

Seen

22/2

Subd Mr Muthiah Naidu

RG 25/2/10

Memo separately issued

RG 22/2

P T O

22 2 10

(p. 4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

This is the busiest time of work on the Financial Branch is heavy. Besides, the Financial Secretary has asked me to study the question of Mohatma taxation and this is taking up much of my time. I request that I may not in the circumstances be req. to set a value one of the papers for the I.C.S. Exam.

Genl Secy

25/2/10

In that case I shall be glad if Mr Srinivasa will serve later -

26/2/10

Submitted to Mr Thirumalachar

26/2

28/2

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

28/2/10.

26/2/10

GPB—35,000—21-4-09

(p. 5

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

It seems Mr. K. Hiriyannayya told the A. Secy (Mr. D'Souza) that he would set the first paper (Hindu) Mr. D'Souza said that he has no objection to set the second paper (Practice & Procedure) Submitted to the Reg^r for information

3/3/1910.

3/3/10

N B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—35,000—21-4-09

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Sub'd

Draft memo ~~regd~~ regarding the holding the office manual Exam[n] on Wednesday the 30th instant is sub'd for appl.

RG
22/2/10

Seen

22/2/10

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—85,000—21-4-09

(M

Memo

Stamp 4 copies 24/2

~~Dated~~

An Examination in the office manual and Procedure will be held in the General & Revenue Secretariat on the Wednesday the 30th march 40

There ~~shall~~ will be two papers each of 3 hours duration as detailed below viz

	From	To
First Paper (Theory)	11 A.M.	2 P.M.
Second Paper (~~Practical~~ Practice & Procedure)	2.30 P.M.	5.30 P.M.

The ~~respectively~~ undermentioned clerks should sit at the above Examination

1) Y. G. Narasimhaiah,	G.R.S clerk
2) A. Sadasiva Rao	"
3) T. Krishnaiah	Asst clerk
4) T. K. Subbaiah	clerk
5) S. R. Narasimiah	Asst clerk
6) K. Gundaiah	clerk
7) L. Srinivasa Gopal	clerk

P.T.O

(8

Murzza Branch

8) C. Krishna Murthy Rao Clerk
9) Dr Thobala Sastry "
10) A Venkata Rao "
11) M Ramaswamiah "
12) V. Sreenivasa Rao "
13) A. Narasingi Rao "

By order

Dy Sec

22/2/40

List of officials of the Fem: Dev. Secretariat (including Branches VI & VII) who have yet to pass in the Manual Examination.

Serial No.	Name of official	Designation	Remarks
1.	Y. G. Narasimha Char	I grade clerk	✓
2.	A. Sadasiva Murty	II ——do——	✓
3.	T. Krishna Rao	Sy ——do——	✓ Recently appointed
4.	T. K. Subba Rao	III grade clerk	✓ ——do——
5.	S. R. Narasimhaiya	Sy ——do——	✓
6.	K. Gundu Rao	III grade clerk	✓
7.	B. Lakshmana Rao	Sy ——do——	Sy. in the Rajaya Shetty's leave arrangement ✗
8.	C. G. Ramaiya	——do——	Sy. in the place of Sri M. Venkata Ramaiya who is acting as Amildar ✗
9.	B. Venkatapathaiya	——do——	Sy. in the place of Sri R. Ranga Rao who is studying in London. ✗
10	L. Srinivasa Gopal	III grade clerk (on 38+2)	✓
11	R. N. Nagarkar	Sy. III grade clerk	✗
12	K. Lakshmana Rao	——do——	✗ Vice T. S. Bheemasenacha Murthy, III grade clerk on leave on Medical certificate.

P. T. O.

10 (p. 2)

13	C. Krishna Murthi Rao	Clerk	These are attached to the Nuzvid Office.
14	A. N. Ahobala Sarma	—Do.—	
15	A. Venkata Rao	—Do.—	
16	M. Ramaswamaiya	—Do.—	
17	V. Srinivasa Rao	—Do.—	
18	A. Narasinga Rao	—Do.—	

Military Branch

Nil

11 (3)

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subject

The order dividing the Office between the Museum Branch of the G.P.O. and the Museum Superintendent's Office is under issue. After the order issues the Officials who will be detailed for work in the Branch will be known.

Out of the 9 clerks of this Office 3 have already passed the Manual Exam.n & the remaining 6 mentioned below have yet to pass the Exam.n :—

1. C. Krishnamurti Rao
2. A. N. Thodala Sastri
3. A. Venkata Rao.
4. M. Ramaswamiah.
5. V. Srinivasa Rao
6. A. Narasinga Rao

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19/5/38

VII

22/2/40

12

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Supts of Branches will kindly submit lists of clerks who have yet to pass their Confirmation Examination (appendix C, Manual)

Note- The lists must reach the U.S. before 5 PM today

21.2.10

None in the Translation Section
BL 21/2/10

None in the Bazaar Section
CB 21/2/10

J. Krishna Rao
Y. L. Narasimha Char

Branch — I

— do — II

— do — III vide Margin.

— do — IV L. S. Gopalachar is the only one in the Branch as on 21/2

— do — V None in Por V

— do — VI VS 21-2-10

— do — VII None in Por VI

Phraseology Note supplied (page 3. 4/22/10)

B. Venkataya thia of this branch is I believe acting in a temporary vacancy I do not know if he is eligible to sit for the Confirmation exam: under rule 17 appendix C

21/2/10

N. B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

C. G. Ramanya and N. R. Nagarkar, both acting men.

21/2/10

T. Kambadai (Cash Section) has to pass the Manual Examination

Vernacular Records None in Ver Records 21/2

Typing Section. None in Typing Section 21/2/10

G.P.B.—45,000—19-5-08.

13 (2)

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

List of acting clerks in the Typing Section who have to pass - the Confirmation Examination.

Entered in the consolidated statement

S&P
21/2.

√S. R. Narasimhayya
21/2/1910.
√Batni Lakshmana Rao. 21-2-10.

Sd

ww
21/2/10

Referred

21. 2. 10

SP
21/2

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—35,000—21-4-09

14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The three names have now been added to the list of candidates for the Office Manual Exam.

3 copies of the Manual are herewith sent as desired.

These papers may be kindly returned by Br. VI to the Cash section for being filed with the connected papers, after taking delivery of the books

[illegible]
1/3/10

may three copies of the Office manual be granted to the officers mess of Br VI

[illegible]

[illegible]
1/3/10

Yes
1.3.10

Sir.
Herewith 3 copies of the Office Manual - Please acknowledge receipt thereof below

[illegible]
2/3/10

1.0

Br. VI

Three books received

[illegible]
2/3

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19.5.08

G.R.S. 13]

15

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Respectfully submitted to the Registrar

When the last circular requiring the Supts of all Branches to note the number of Clerks that have to sit for the confirmation Test, was circulated to Branch VI it was noted by mistake as there were none.

As there are some Clerks to sit for the above Examination the circular may kindly be sent again to Branch VI for noting the names of the Clerks

23/2 You may send up the names omitted by respective Supts to the Secy who was responsible for the omission

24 2 10

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

16 pm

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Reassembled

The following clerks of Branch VI wish to appear

B. Venkatasawmy Naidu

P. A. Narayana Sastry

M. S. Raghavachar

The omission was my fault as I misread the circular which I regret.

24/2

May these clerks be summoned back?

24.2.40

Yes

26/2/40

26.2.40

Will the Cash Section kindly send 3 Copies of Office Manual for the above clerks?

28/2 To Cash Section

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

No

Send. despr for favour of circulating the accompanying memo to the Clerks concerned

22/2/10

1. The memo is circulated.
2. L. Sreenivasagopal Clerk G/S is on leave

23/2 The Supdt. of Br. IV may be requested to furnish the address of the absentee above referred to.

23/2/10.

He is due in office tomorrow & has address "The Nest, Siddikatte, Bangalore

23/2/10

Since the Offr. has not rejoined duty, written intimation may be given to him. A. D.C. is put up for the signature of the Cashier

24/2/10. Please issue this comm. demi-officially, as they Sentry d. for beg. number

Issued 24/2

GPB—35,000—21-4-09

24/2

- *N B*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Government of His Highness the Maharaja of Mysore, General and Revenue Secretariat,

Dated Bangalore 22nd February 1910.

M E M O.

An Examination in the Office Manual and Procedure will be held in the General and Revenue Secretariat on Wednesday the 30th March 1910.

There will be two papers each of 3 hours duration as detailed below:-

First paper (Theory) From 11 a.m. to 2 p.m.

Second paper (Practice & procedure) From 2-30 p.m. to 5-30 p.m.

The undermentioned clerks should sit at the above Examination.

	General & Rev. Sectt.
1. Y.G.Narasimmachar	Clerk.
2. A.Sadasiva Moodr.	,,
3. T.Krishna Rao	Ag. ,,
4. T.K.Subba Rao	Clerk.
5. S.R.Narasimmaiah	Ag. Clerk.
6. K.Gundu Rao	Clerk .
7. L.Srinivasa Gopal	Clerk.
	Muzarai Branch.
8. C.Krishnamurti Rao	Clerk.
9. A.N.Ahobalasastry	,,
10. A.Venkata Rao	,,
11. M.Ramaswamiah	,,
12. V.Srinivasa Rao.	,,
13. W.A.Narasinga Rao.	,,

" By Order "

For Secretary to Government.

A.V.

March 1910.

19

SECRETARIAT EXAMINATION.

Manual of Procedure.

TIME 3 HOURS.

I. (*a*) Mention some of the *more important* duties of the Superintendent of a Branch.

(*b*) Name the Account Books which the Cashier has to maintain.

II. Explain briefly how *indebtedness* affects the position of an official in the General and Revenue Secretariat.

III. Describe the arrangement of papers in a file under submission.

IV. What should the office be careful to avoid in (*a*) noting and (*b*) drafting?

May the Superintendent of a Branch note on cases?

V (*a*) State the circumstances under which *direct* correspondence with officers subordinate to Heads of Departments is allowed?

(*b*) What precautions should the office take when sending a file *un-officially* outside the Secretariat?

VI. (*a*) Explain clearly what is meant by "recorded suspend cases."

(*b*) How are demi-official letters disposed of in recording?

VII. Summarise the rules on the mode of communication with other Secretariats.

VIII. Describe the several ways in which petitions are disposed of in the Secretariat.

IX. Write notes on:—

(*a*) Current Abstract, (*b*) Papers deposited, (*c*) Office Memorandum, (*d*) Spare Copy Register.

March 1910

20

SECRETARIAT EXAMINATION.

Manual of Procedure.

(*Practical Paper:*)

TIME 3 HOURS

[NOTE.—*Marks will be deducted for want of neatness, for inaccuracies of spelling and idiom, and for bad handwriting.*]

I. Refer to the printed Collection furnished to you and put up an office-note, indicating the manner in which the entire correspondence should be entered in it, giving a brief purport of each letter and the action that was suggested to be taken on it as may be gathered from the subsequent letter. How will you use the entries made by you in the note, in preparing the file register, current abstracts and the index, illustrating your answer by using the forms prescribed for the above?

II. What is the difference between A recording and B recording? How should the correspondence referred to in the previous question be recorded, and show how it may be recorded in the alternative form?

III. Enumerate half-a-dozen important registers prescribed in the Manual, and explain briefly the object of each of these registers and how they should be kept.

IV. (1) What are the papers to be eliminated in arranging files?

(2) What are the rules regarding the destruction of records? and mention all the records that are required to be permanently preserved.

V. What is the structure of a Monthly Proceedings Book, and explain what its use is and how the subjects in it are grouped. What is the difference in the form of the Monthly Proceedings Book as now issued and that prescribed in the Manual, and state with reasons, which form you consider more convenient and useful.

VI. Show by a brief example that you know the use of the following forms of official communication —

(1) Proceedings.

(2) Notification.

(3) Docket.

(4) Endorsement.

21

GOVERNMENT OF MYSORE

25/4/60

My dear Ramakar

Herewith the list of marks.

Yours sincerely

S Srinivasaraya

Office manual Exn 1914.

Theory.

Maximum 100 / minimum 40%.

22 for this paper

Name of Candidate	Marks obtained.	
1. T. Krishna Rau	73 1/2.	Passed (in this paper)
2. A. Venkata Rau	68.	passed do
3. S.R. Narasimhayya B.A	58	passed do
4. V. Srinivasa Rau, Mur. Br.	52 1/2	passed do
5. A. Sadasivan	50 1/2	passed do
6. M. Ramalavanaiya, Mur.	50 1/2	passed do
7. Y.G. Narasimhachar 1st Grade clerk. G.R.S.	45.	passed do
8. T. K. Subbarao, Clerk Cash Section G.R.S.	42	passed do
9. K. Gundu Rau, Pu. Records	40 1/2	passed do
10. L.S. Gopal	40.	passed do
11. P.A. Narayanadasu	32 1/4	Failed in this paper
12. A.W. Bhoolabhai	26 1/2	Failed do
13. M.S Raghavachar Br VII	25 1/2	Failed do
14 B. Venkataswamy Naidu	8 1/2	Failed do.

25/4/10.

S. Hemyanaiya

23.4.10.

Dear Mr Ramadas

I have worked
over each of the marks
in the Practical Papers
in the last Lecturers
Examination. I have taken
the maximum to be 100.
Most of the candidates are
much below the required
standard. Yours truly
Percy S Lund

Name of Candidate	Marks gained (Maximum 100)
A Sadasivan	55
K. Gundu Rao	51
A Venkat. Rao	49
J. Krishna Rao	44
J. K. Lubba Rao	44
S. L. Narasimhaiya	43
M. Ramaswamiaya	41
L. V Gopal	40
Y. G Ramachar	40

P. A. Narayana Shetty 37

T Srinivasa Rao 35

M. S. Raghavachar 32

A Atchala Sastri 31

B. Venkatasamy Naidu 10

Secretary's Signature

1910

SECRETARIAT EXAMINATION.

Manual of Procedure.

TIME 3 HOURS.

I. (*a*) Mention some of the *more important* duties of the Superintendent of a Branch.

(*b*) Name the Account Books which the Cashier has to maintain.

II. Explain briefly how *indebtedness* affects the position of an official in the General and Revenue Secretariat.

III. Describe the arrangement of papers in a file under submission.

IV What should the office be careful to avoid in (*a*) noting and (*b*) drafting?

May the Superintendent of a Branch note on cases?

V. (*a*) State the circumstances under which *direct* correspondence with officers subordinate to Heads of Departments is allowed?

(*b*) What precautions should the office take when sending a file *un-officially* outside the Secretariat?

VI. (*a*) Explain clearly what is meant by "recorded suspend cases."

(*b*) How are demi-official letters disposed of in recording?

VII. Summarise the rules on the mode of communication with other Secretariats.

VIII. Describe the several ways in which petitions are disposed of in the Secretariat.

IX. Write notes on:—

(*a*) Current Abstract, (*b*) Papers deposited, (*c*) Office Memorandum, (*d*) Spare Copy Register.

SECRETARIAT EXAMINATION.

Manual of Procedure.

(Practical Paper.)

TIME 3 HOURS.

[NOTE.—*Marks will be deducted for want of neatness, for inaccuracies of spelling and idiom, and for bad handwriting.*]

I. Refer to the printed Collection furnished to you and put up an office-note, indicating the manner in which the entire correspondence should be entered in it, giving a brief purport of each letter and the action that was suggested to be taken on it as may be gathered from the subsequent letter. How will you use the entries made by you in the note, in preparing the file register, current abstracts and the index, illustrating your answer by using the forms prescribed for the above?

II. What is the difference between A recording and B recording? How should the correspondence referred to in the previous question be recorded, and show how it may be recorded in the alternative form?

III. Enumerate half-a-dozen important registers prescribed in the Manual, and explain briefly the object of each of these registers and how they should be kept.

IV. (1) What are the papers to be eliminated in arranging files?

(2) What are the rules regarding the destruction of records? and mention all the records that are required to be permanently preserved.

V. What is the structure of a Monthly Proceedings Book, and explain what its use is and how the subjects in it are grouped. What is the difference in the form of the Monthly Proceedings Book as now issued and that prescribed in the Manual, and state with reasons, which form you consider more convenient and useful.

VI. Show by a brief example that you know the use of the following forms of official communication:—

(1) Proceedings.

(2) Notification.

(3) Docket.

(4) Endorsement.

Results of the Secretariat Manual Examination

24

Rank	Name	Theory Max 100	Practical Max 100	Total 200	
1	T. Krishna Rao	73½	44	117½	Passed
2	A. Venkata Rao	68	49	117	
3	A. Sadasivan	50½	55	105½	
4	S. R. Narasimhaiya	58	43	101	
	V. Srinivasa Rao	52½	35	87½	Failed
	M Ramaswamaiya	50½	41	91½	
	Y. G. Narasimha Char	45	40	85	
	T. K. Subba Rao	42	44	86	
	K. Sunder Rao	40½	51	91½	
	L. S. Gopal	40	40	80	
	A. Narayana Easter	32¼	37	69¼	
	A W Akobala Sastri	26⅓	31	57⅓	

	M. S. Raghava Char	25½	32	57½	
	B. Venkatesawara Naidu	8½	10	18½	

Genl & Rev. Lecture
25 April 10

M Rama Rao
Registrar, G.R.S

25

The following officials of the G.R.S. are declared to have passed the Examination in the Office Manual held in March 1910:-

1. T. Krishna Rao
2. A. Venkata Rao
3. A. Sadasiva Mudaliar
4. S.R. Narasimhaiya

CSB
Yly Secy & Govt.
G & R Deptt.

30th April 1910.

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

26

Flag

E Table of results

A "Theory" papers

F. "Practical" papers

D. List of Examinees

A list showing the results of the Secretariat Examination held in March is submitted herewith

Of 16 candidates, two absented themselves from the examination, and of the 14 present only 4 passed*.

Lee 25/7/10

1. T. Krishna Rao
2. A. Venkata Rao
3. A. Sadasivan
4. S. R. Narasimhanja

I submit herewith for perusal the results of the exams held ~~here~~ in march.

Of the candidates that have failed it will be seen that Y. Narasimhan is one.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(27 12

× Flag H
(File No. 1145
of Cash section)

As ordered on the 5th × June 09
this was the last chance that
was given to him to pass the
exam. Since he has failed
he may perhaps be sent out to
Dr work in a suitable arrange-
ment. He is now acting in the 1st
Grade ~~+ maybe~~ + is acting
promotion may also cease -

Yes

Yes

29/4/10

Dewsnup

27/4/10

I would like to see the
question papers again
respectively

29/4/10

~~Result~~ publish results as usual.
~~The candidates~~ people who have failed
~~maybe~~ A. failed list maybe
circulated to the persons concerned showing
whether they failed in the Theory or
Practical paper or for want of ~~passed~~
~~on~~ total marks -
Put up separate memo ~~HM~~
reverting H.J.M. to 2nd Grade -

HM
30/4/10

Reply

N. B.—Should routine notes be written on small Slips, the notes must be copied, or silps pasted on this form.

MGCPB—50,000—22-9-04

G.R.S. 13]

20 (3

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Results have been published as directed

Draft memo reverting Y.G. Nanesmuthen chair put up

WRy
30/4/10

Lett.)

Issue memo
CM
30/4/10

Cash Sec

WRy
30/4/10

Issued on 2/5/10

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

29

Proceedings of the Government of His Highness

the Maharaja of Mysore.

Order No:- G.S.542

G.O.No. 203.09-2 Sl.

Dated Bangalore, the 21 April 1910.

The following promotions and appointments are sanctioned in the establishment of the General and Revenue Secretariat:-

Name of Official	Present Grade & Salary.	Grade & Salary to which promoted.	Nature of Vacancy	Remarks.
Assistant Superintendents. (Rs. 100-10-150)				
Mr. M.Murti Rao, B.A	1st Grade clerk. (70-6-100)	Asst. Supdt. (100-10-150)	Vice C. Venkata Narasaiyya, appointed acting Amildar.	Acting from 1-7-1909
" C.V.Narasimhaiyya	"	"	Vice C. Rajiah Chetty on leave.	Acting from 10-11-1909
" C. Ramachandra Rao.	"	"	Vice Mr. Murti Rao, appointed acting Amildar.	Acting from 8-1-1910
First Grade Clerks. (70-6-100)				
C.Keshava Rao	2nd Grade clerk. (50-4-70)	1st Grade clerk. (70-6-100)	Vice Murti Rao, promoted.	Acting from 1-7-1909
C.Subba Rao, B.A., B.L.	"	"	Vice C.V.Narasimhaiyya, promoted.	Acting from 10-11-1909
C.Narayana Rao.	"	"	Vice C.Ranga Rao on leave.	Acting -- from 6-11-1909
C.S. Iyer.	"	"	An existing Permanent vacancy.	from 1-7-1909.
C.Subrahmanya Sastri	"	"	Vice Mr. Venkata Narasaiya, acting as sub-pro-tem Asst. Supdt.	Vice Mr. Venkatanarasaiya, Asst. Supdt. As Amildar Ag from 1.6.09 to 30.6.09 Acting sub-pro-tem Asst. Supdt. 20-7-1909.
C.Ramaiah Rao	"	"	Vice C.R. Ekambhana Rao, appointed acting -- Amildar.	Acting from -1-1 1
C. Ganapathi Iyer	"	"	Vice C. Ramachandra Rao, promoted.	Acting from 8-1-1910.
C.V.Ramaiah Char	2nd Grade clerk.	"	To revert to 2nd Grade fro. 1-7-1909 to 7-1-1910 and to act vice C.Ganapathiyer as 1st Grade from 8-1-1910.	

(30)

Name of official.	Present Grade & Salary.	Grade and Salary to which promoted.	Nature of vacancy.	Remarks.
Second Grade Clerks. (30-4-70)				
1. Krishna Rao	3rd Grade. (30-4-50)	2nd Grade (30-4-70)	Vice K.S.Rama Iyer	Permanent from 1-7-1969.
. Anantarama Iyengar	"	"	Vice P.Subba Rao on deputation.	Acting sub-ordinate for 1-7-1 [illegible].
. A.Venkata Char	"	"	Vice V.Subramanya Sastry, promoted.	Ag from 1.6.69 to 30.6.69 + Ag sub protem from 20.7.69
. [illegible].Rupanand Iyengar	"	"	Vice J.[illegible] promoted.	Acting from 1-7-1969,
. [illegible]Lakshmayya.	"	"	Vice K.S.Dheerasena Rao on leave Vice D.Narayana Rao, promoted.	Acting from 1-11-1 [illegible] from 6-11-1969.
. Subramanyam	"	"	Vice K.S.Dheerasena Rao on leave on Medical Certificate.	Acting from 3-11-1 [illegible]
. Srinivasaiya	"	"	Vice P.Subba Rao, promoted.	Acting from 1 [illegible]-11-1 [illegible]
. Narasimha Iyengar	"	"	Vice [illegible].Narasinga Rao, promoted.	Acting from [illegible]-1-1 [illegible].
[illegible].Ramachandra Rao	"	"	Vice A.Raja Rao, on leave on Medical certificate.	Acting from 1.-1-1 [illegible]
[illegible]. Krishna Char	"	"	Vice [illegible].Ramanatha Iyer.	Acting from [illegible]-1-1 [illegible]
Third Grade Clerks. (No. 30-4-50)				
1. [illegible].Narasimhaiyya	Office Superintendent, Grade-II, 3rd Grade clerk.		Vice P.Krishna Rao promoted.	Continued Acting from 1-7-1969.
. [illegible].Ardhanareswara Iyer	"		Vice Samuel, deceased.	Continued Acting from 21-11-1 [illegible]
.R. Ramaji Row	--	3rd Grade clerk.	Vice A.Venkata Char.	Appointed on probation for a period of two years from the date he takes charge of the post.

(31)

No.	Name of Official.	Present Grade & Salary.	Grade and Salary to which promoted.	Nature of vacancy.	Remarks.
4.	.Lakshminarain Jois.		3rd Grade clerk.	Vice K.Sitaramiah on leave.	From date of joining.
5.	.Venkoba Rao		"	Vice M.A.Narasimha Iyengar on other duty.	- do -
6.	.Mahadeva Rao		"	Vice C.L.Ramachendra Rao	Acting from ~~19-1-10~~. 3-3-1910

From the date of this order, the following acting clerks of the 3rd Grade will hold their appointments in the vacancies noted against their names.

1.	..Srinivasa Murti	Vice P.S.Kuppasami Iyengar promoted.
2.	.Viraraghavaiyya	Vice C.M.Doraswami Naidu on leave.
3.	.Krishna Iyengar	Vice ..N.Ramaiyya, on leav
4.	.Venkatapathaiyya	Vice R.Sambayya, promoted.
5.	.G.Ramaiyya	Vice .Anantarama Iyengar promoted.
6.	..Nagarkar	Vice K.Subramanyam, promoted.
7.	..Lakshmana Rao	Vice A..Srinivasaiyya, promoted.
8.	.Lakshmana Rao	Vice ..Narasimha Iyengar, promoted.

Offg. Secretary to Government

To

The Comptroller, Mysore Govt.

21.4.10

(Mins Br II)

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Government of His Highness the Maharaja of Mysore, General and Revenue Secretariat,

Dated Bangalore February 1910.

M E M O.

An Examination in the Office Manual and Procedure will be held in the General and Revenue Secretariat on Wednesday the 30th March 1910.

There will be two papers each of 3 hours' duration as detailed below:-

First paper (Theory) From 11 a.m. to 2 p.m.

Second paper (Practice & procedure) From 2-30 p.m. to 5-30 p.m.

The undermentioned clerks should sit at the above Examination.

	General & Rev. Sectt.
1. Y.G.Narasimmachar	Clerk.
2. A.Sadasiva Moodr.	,,
3. T.Krishna Rao	Ag. ,,
4. T.K.Subba Rao	Clerk.
5. S.R.Narasimmaiah	Ag. Clerk.
6. K.Gundu Rao	Clerk .
7. L.Srinivasa Gopal	Clerk.
	Muzarai Branch.
8. C.Krishnamurti Rao	Clerk. — ab.
9. A.N.Ahobalasastry	,,
10. A.Venkata Rao	,,
11. M.Ramaswamiah	,,
12. V.Srinivasa Rao.	,,
13. A.Narasinga Rao.	,, — ab
14. B. Venkataswamy Naion	Military Branch
15. P. A. Narayana Sastry	do
16. M. S Raghava Char	do

" By Order "

For Secretary to Government.

A.V.

G.R.S. 13]

33

Routine Notes

[To be used only for notes, requisitions, etc., not intended for permanent record.]

to the kindly signed
by the Secy.

A list of candidates who failed at the last Office Assistants Examn., showing the marks obtd. by them is put up herewith. Copies of Bns. I, IV, VI, VII of Genl. Record are requested to communicate these results to the officials concerned.

Subs.
30/4/1910. They be circulated among the failed candts.

Dutes

30-4-10

30/4/10

Noted
JKS
30-4-10.

Noted
Kly. 30/4/10.

Communicated to the failed candidates
Kly. 30/4/10

noted
30/4

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

30/4

G.R.S. 13]

(34

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please give the address below
of Mr. G. G. Nehemiah
Chief Justice

C/o. Mrs.
M. Swayamarayan
Esq
Hosur Rama
Swamingar's
House
Manaarcadel

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

List of Candidates who failed at the New Office Manual Examination held on the 30th ult. March 1910

Serial No.	Name.	Marks Scored in Theory (Maxm. 100)	Marks Scored in Practical Paper (Maxm. 100)	Total Scored (maxm. 200)	Remarks.
1	G. Narasimha Char x	45	40	85	Failed in D.T.M.
2	Y. K. Subba Rao	42	44	86	Do
3	L. G. Gopal	40	40	80	Do
4	V. Sreeniwasa Rao x	52½	35	87½	Failed in Practice
5	M. Ramaswamaiya x	50½	41	91½	Failed in D.T.M.
6	A. Ahobala Sastry	26½	31	57½	Failed in both Theory & Practice
7	P. A. Narayana Sastry	32¼	37	69¼	Do Do
8	M. S. Raghava Char	25½	32	57½	Do Do
9	B. Venkataswami Naidu	8½	10	18½	Do D.
10	K. Gunder Rao	40½	51	91½	Failed in D.T.M.

Note:— C. Krishna Murti Rao & A. X Narasinga Rao were absent from the Exam.

Rama Reddy

30/4/1910 Regr & R. G.

G. 5728

G. M. 203-09-3 8/2.5.10

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Memo

Y. G. Narasimhachar, who was appointed to act as 1st grade clerk vice V. Gopala Iyengar, is hereby reverted to the 2d grade with effect from the 1st May 1910.

C. Balasundaramiah
Offg Secy, G. & R. Dept

30.4.10
Jo

The Comptr. to the Govt. of
H. H. the Maharaja of Mysore.

No. G. 5728 of 2.5.10.

Copy to Y. G. N.?

Yes
2.5.10

Cohd
mgr
2/5